



Montana
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Montana ACT Plus Writing Test Administration Question and Answers January 2012

What is the reading level cut off for students to "opt out"?

Guidance regarding participation is in progress and will be sent to all ACT high school test administration staff.

Do all students have to take the writing section?

It is expected that students will take the entire test - all four multiple choice tests and the writing test. If a student does not take the writing test their answer document should still be submitted for scoring.

Coaches...

We understand that NCAA won't let us have coaches proctor in a room where their athletes are testing.

ACT has provided assurances to the NCAA that scores achieved through State Testing are comparable for use in determining eligibility for Division I and Division II NCAA Initial-Eligibility. Therefore, anyone who coaches high school or college athletics may not serve as the Test Accommodations Coordinator or supervise one-on-one testing for a student athlete. This restriction applies to all coaches whether a head or assistant coach and applies to all sports whether they are in season or not. An athletic coach may serve as a room supervisor if there is more than one student in the room. This information can be found on page 5 of the *Supervisor's Manual for State Special Testing*.

Earlier there'd been discussion about money available from the grant to pay for subs. Is there money available to help offset costs for supplies (i.e. stop watches, calculators, batteries, pencils) also?

Educational grants will be awarded to schools for arrangements related to test administration and may include substitute pay and/or supplies.

Will those grants be based on student numbers? As one of the largest schools in the state, we're concerned about costs for these simple pieces!

Yes, the grants will be based on a formula that includes the number of students.

We have a large classroom that has many study carrels. This means the students do not all face the same way. Can we use this room for the test? The students cannot see each other at all, but will not all face the same way.

No, study carrels are not allowed to be used for seating because they obstruct the testing staff's view of students. All students must face the same direction and staff must be able to see every student clearly from the front of the room. Complete information on room setup and seating arrangements can be found on page 5 of the *Supervisor's Manual for State Testing*.

For accommodations, do you only want the accommodations page or do you want the entire IEP attached to the application?

For ACT- Approved accommodations, full documentation is required. Complete instructions can be found in the 4 page document titled, *Procedures for Applying for ACT Test Accommodation - Spring 2012*. This document is included in the package labeled Test Accommodations Supplement and can also be found online at <http://www.act.org/aap/montana> under the Accommodations bullet.

How do we register our students and get the right number of tests?

Unlike the National ACT, there is no registration step for State Testing. During the establishment process, principals provided the number of juniors enrolled at your school. We will also compare this number against a file that the Office of Public Instruction will send to ACT on January 30 and make any necessary adjustments. ACT also will send a slight overage of test materials to allow for any changes in your 11th grade enrollment after January 30.

Wondering what information students will need to fill in "Bubbles"? Just identifying info and address or is it all information that is typically filled in when the student registers for the ACT on their own?

Students will fill in "bubbles" on their answer folders in a pretest session at school. During the pretest session, students will complete pages 1, 2, 3 and 10 of the answer document. This session will take approximately an hour, and students will fill in important information that is similar to questions answered if they were completing a national registration. A sample of the answer folder can be found in your dark green folder labeled ACT State Testing for Montana Spring 2012 Training Materials. Instructions for the pretest session begin on page 16 of the *Supervisor's Manual*.

Do we need signed releases to send IEP documentation to ACT?

On the bottom of both the application for ACT-Approved Test Accommodation and Request for State-Allowed Accommodation, there is a place for the student signature (if over 18) or the parent/legal guardian if the student is under 18. This information is required. Please note the school official may sign for the parent/legal guardian only if verbal acknowledgement has been obtained by phone.

Can you list any 504 accommodations that would not be acceptable accommodations for this ACT+ pilot?

Specific questions about requests for accommodations are best addressed by either calling ACT at 1-800/553-6244 x 1788 or sending an email to ACTStateAccoms@act.org.

How long will it take to get the results?

Results will be mailed to the student's home address 3 to 8 weeks after test materials have been received at ACT. In addition, high school reports will be mailed within the same time frame.

Make up tests are any day between April 24 and May 8th or only on May 8?

The majority of your standard time students - those students testing without accommodations - will test on April 24; however, if they are absent that day, they can be given the make-up test on May 8th only. Only students requiring accommodations may test on any day during the testing window April 24 -May 8th.

What is the ACT Educational Opportunity Service (EOS)?

This is a free college and scholarship information service for students who take the ACT. EOS permits you to receive important information about educational, scholarship, career, and financial aid opportunities from colleges, scholarship organizations, ACT, and other organizations. To participate fill in the "YES" oval on your answer folder. By responding "Yes," you authorize ACT to send information about you (name, address, gender, high school, email address, date of birth, year of high school graduation, racial/ethnic background, and intended college major) to colleges, scholarship organizations, ACT, and other organizations so they may contact you about programs that you may be interested in exploring. Your test scores and Social Security number are not reported. All organizations that receive this information have agreed to use it only for the purpose of sending you information.

I understand that students may select four colleges/universities on their answer folders during the pre test session. What if they only select two and later decide they want reports sent to another college? How do they order the reports and is there a charge for them.

They may set up a web account at the following site:

https://services.actstudent.org/OA_HTML/actibeCAcdLogin.jsp

The charge for reports not included on the answer folder is \$10 per school for a regular report (which is delivered in the next reporting requested by the college, at least every 2 weeks). If they need to have a Priority Report (delivered 3-4 business days after processing), the fee is \$15 per school.

If student wants more than four, what is the cost?

The cost is \$10 for each regular report and \$15 for each priority report.